



Trails and Outreach Specialist

Washington Conservation Corps-AmeriCorps Individual Placement

Service Description: Washington Trails Association

8/10/16

Washington Trails Association is seeking a Washington Conservation Corps-AmeriCorps Individual Placement who loves working with people and shares our commitment to trail stewardship, volunteerism, community building and youth engagement. This position supports volunteers in building and maintaining trails on public lands and conducts community outreach to engage people in WTA's mission to preserve, enhance and promote hiking opportunities in Washington state. The Trails and Outreach Specialist is based at WTA's downtown Seattle office with significant field responsibilities throughout King County and other regions of the state. This position is expected to spend 40% of its time outdoors in the field and 60% in an office setting. The AmeriCorps member reports to the Youth Programs Director and works closely with trail program and outreach staff.

Responsibilities include, but are not limited to:

Volunteer work parties

- Facilitate trail maintenance work parties for volunteers of diverse ages and backgrounds in assistant or leadership role
- Collaborate closely with staff and volunteers to establish a safe, fun and inclusive working environment
- Lead by example while serving alongside community volunteers in all weather conditions
- Train, motivate and lead volunteers to complete a variety of trail projects including annual maintenance, repairs and new construction
- Ensure all technical work is to standards, including tread construction, drainage structures, and construction of steps, turnpike and puncheon
- Manage emergency situations following WTA's emergency response protocols
- Coordinate work party projects and plans in advance with WTA staff and land manager
- Positively represent WTA mission, programs and membership in all interactions with volunteers, trail users and others
- Assist with data entry, documentation, digital photography and reporting of volunteer events as needed

Outreach

- Represent WTA at community outreach events
- Assist in the development and execution of signature WTA events, such as Hike the State, Land Manager Potlucks and Ambassador Trainings
- Recruit and manage volunteers to assist with tabling, event support and other tasks
- Assist with coordination and facilitation of the November 2016 Youth Ambassador Summit
- Accurately record and maintain event participant and other constituent records in Salesforce database
- Write and design print and electronic outreach materials
- Write content and provide photos to share WTA news and hiking information in the WTA online hiking guide, blog and other communication channels as assigned

Other duties

- Conducts effective and timely communication with supervisor, other staff and volunteers
- Actively participate in organization and team meetings as well as special events as required

Working conditions:

Trail maintenance is physically demanding and takes place outdoors in all kinds of weather. The Trails and Outreach Specialist will serve in both an office and outdoor environment.

The Trails and Outreach Specialist must be able to safely perform trail maintenance, including using hand tools, moving rocks and wood, hiking up to 6 miles daily in a variety of terrain and weather conditions. Outreach events may include carrying supplies, setting up a canopy, standing and talking to members of the public.

Schedule:

This is a 12-month Washington Conservation Corps individual placement starting October 3, 2016 ending September 17, 2017. The expected schedule is 40 hours over 4-5 days each week; daily scheduled hours may vary day-to-day and week-to-week. As a general rule, work will be scheduled Tuesday-Saturday or Wednesday-Sunday.

Qualifications:

Must be between the ages of 18-25.

Job skills, experience and personal traits preferred:

- Able to serve independently (plan, prioritize and organize workload) while valuing team work and contributing to a supportive work environment
- Strong interpersonal skills to ensure a safe, fun and quality volunteer experience
- Cultural competency experience and demonstrated ability to work with people of diverse races, ages, genders, abilities and economic backgrounds
- Strong communication skills (written and interpersonal)
- Technologically savvy; experience in Salesforce, social media and Adobe InDesign a plus
- Demonstrated ability to engage with a wide range of people at in-person events
- Demonstrated skills in trail maintenance and building
- Demonstrated experience working in an outdoor setting
- Integrity, positive attitude, and sensitivity to the needs of members and volunteers
- Willingness to travel and ability attend evening and weekend events and work 10-hour days
- First Aid and CPR certification valid through the duration of the placement
- Valid driver's license and ability to drive a truck on highways and dirt roads
- Reliable vehicle (WTA provides mileage reimbursement)
- Commitment to WTA's mission

Terms of Service:

- AmeriCorps members must abide by policies set by CNCS and complete 1,700 hours of service, including mandatory trainings
- Criminal history checks conducted to fulfill AmeriCorps requirements

Member Benefits:

- Living allowance equal to Washington State minimum wage (\$9.47/hour)
- \$5,775 AmeriCorps Education Award (upon successful completion of 12-month term **AND** service hours above)
- Basic health insurance
- Qualified loan forbearance
- Career-transferable trainings
- Days off & holidays off as designated by WTA (unpaid)
- Subsidized ORCA Pass for bus transportation

To Apply:

Email cover letter, resume, and 3 references to Krista Dooley at seasonaljobs@wta.org **AND** complete the WCC application at <https://fortress.wa.gov/ecy/wccapp/>

Washington Trails Association is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the presence of any sensory, mental or physical disability, or any other characteristic protected by law.